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WELLNESS ON THE JOB

HEALTH AWARENESS IN STATE GOVERNMENT

State workers, like workers in every other field, make decisions every day that affect their own well being. Thus, it follows that more states are launching health awareness or "wellness" programs to keep employees fit. The workplace is fast becoming the place to get healthy.

What is Wellness?

It's more than just not being sick — it's a **POSITIVE STATE OF HEALTH.**

- Wellness means taking responsibility for your own health by —
 - Learning how to stay healthy.
 - Practicing good health habits and giving up harmful ones/
 - Responding to your body's warning signs before something serious happens.
- Wellness involves the health of the whole person —
 - The *body* must be kept strong, fit and well nourished, so it's able to resist disease and overcome injury.
 - The *mind* and *spirit* are important too. A positive attitude helps a person combat stress and tension.

Why should you learn about Wellness?

- So you can enjoy life to the fullest! When you're *Well* you —
 - *Feel good.* You have more energy and endurance, spend less time feeling tired or ill. You sleep better and feel calmer and more confident.
 - *Look good.* Your good health shows in improved muscle tone, proper weight, clear eyes, healthy skin and hair. People notice your increased vigor and enthusiasm. You get more enjoyment out of all aspects of life — home, family, work, etc.

Your health depends on many factors. Some you can't completely control, but others, you *can* control.

Health factors you can't completely control include —

- **Heredity.** Some genetic traits may make you more susceptible to certain diseases.
- **Environment.** Polluted air, water, excessive noise, etc., are health hazards that affect everyone to some extent.
- **Sex.** Some diseases, such as prostate cancer, only effect men. Women must be alert to diseases such as breast and cervical cancer.
- **Age.** Older people are less able to resist or recover quickly from illness and injury.

Though risks associated with heredity, environment, sex and age can't be completely controlled, they can often be minimized



State of Rhode Island and Providence Plantations
EXECUTIVE CHAMBER, PROVIDENCE

Edward D. DiPrete
Governor

Dear State Employees:

As you know, the recently adjourned 1987 General Assembly session achieved an unparalleled level of success. Due to a tremendous spirit of bipartisan cooperation, many pieces of very important legislation were passed and signed into law that are of particular importance to you and your co-workers.

One bill whose passage and signing had far-reaching effects was House Bill 5136. This bill requires that guidelines be established by the Department of Administration to provide for various alternative and nontraditional work schedules for state employees on a volunteer basis. The development of alternate work plans has always been a very important issue to the many Rhode Islanders who are employed in state service. Now, because of this law, by January 1988, a great many state employees will be able to consider part-time, flex-time and job-sharing as definite options.

In addition, through the passage of several pieces of legislation and budget appropriations, we have dramatically increased the amount of state funding going towards alleviating the current shortage of day care services available to our working families.

All of these initiatives are extremely important to all the workers of Rhode Island. As Governor, it is a pleasure to be able to share some of state government's successes with the people who help our state run so smoothly and efficiently.

Sincerely,

Edward D. DiPrete

Edward D. DiPrete
Governor

by changes in lifestyle, diet, exercise, etc., combined with a program of regular health care.

Health factors you **CAN** control include —

- **Diet.** Eating sensible amounts of nutritious foods can improve your health and control your weight.
- **Exercise.** The right kind and amount of exercise promotes healthy heart, lungs, and muscles; helps control weight and relieves stress.
- **Rest.** Many physicians recommend 7 to 8 hours of sleep each night for good health.
- **Stress.** Stress can cause physical and emotional problems, but it can be managed and its effects can be controlled.
- **Bad Habits.** Avoiding both smoking and drug and alcohol abuse can prevent serious illness.
- **Attitude.** An optimistic outlook can be the first step toward lasting wellness.

Your lifestyle is the key to wellness! Today, most Americans die from heart disease, cancer, stroke and accidents. Many

(Continued on page 2)

HEALTH AWARENESS

(Continued from page 1)

deaths can be PREVENTED by changes in lifestyle and health habits.

Ask yourself -

- Do I use tobacco or abuse alcohol?
- Do I eat right and maintain my proper weight?
- Do I get enough exercise?
- Am I under too much stress?

Don't Smoke.

Smoking causes most cases of lung cancer. It is also a leading cause of heart disease, emphysema, chronic bronchitis, stroke, etc.

Tips to help you quit.

- Get rid of reminders such as ashtrays and matches.
- Change smoking routines (for example, no cigarettes with coffee or after meals).
- Join a support group for support and help in quitting.
- Avoid places where you usually smoke: parties, bars, etc.

Limit Alcohol Use.

Overuse can result in serious health problems, such as some kinds of cancer, heart problems, liver and brain damage, ulcers, and gastritis. Alcohol abuse is a major social problem, causing serious family and job troubles. Drinking is also a major factor in deaths from car accidents.

Tips to avoid abuse.

- Avoid social situations that encourage excessive drinking.
- Never drink before driving.
- Be alert for early signs of alcohol dependence - drinking alone, drinking to escape, etc.
- Get help for drinking problems. Ask your physician to refer you to sources of help or contact the State of Rhode Island Employee Assistance Program. RIEAP provides assessment, referral, and supportive services to help state employees or their dependents resolve a full range of problems including alcoholism and drug dependency, emotional or behavioral disorders, family or marital discord, financial or legal difficulties and other health or well-being issues.

Get Enough Exercise.

Most physicians recommend at least 30 minutes of cardiovascular exercise 3 or 4 times a week.

Benefits of regular exercise:

- HEART pumps more efficiently; circulation improves.
- LUNGS are better able to process oxygen.
- FITNESS, muscle tone and endurance improve - digestion and sleep often improve, too.
- WEIGHT and cholesterol level decrease (with proper diet).
- EMOTIONAL HEALTH improves - you feel better about yourself, happier.

Four Excellent Exercises.

- **Walking** - Many experts feel that a brisk 2 to 5 mile walk each day is the safest, most effective exercise. For fun, try new routes, walk with a friend.
- **Jogging** - An effective and enjoyable sport for people of all ages. Gradual conditioning, warm-up exercises and proper shoes are necessary to help prevent injury.
- **Swimming** - A good all-around exercise with little injury potential. Swim for at least 20 to 30 minutes. Obey all safety rules.
- **Bicycling** - A fun exercise that can be worked into your daily schedule by commuting to work or doing errands by bike. (Use proper reflectors and headgear to help prevent injury.) Stationary bicycling time can be used to read, watch TV, etc.

OR - choose any *active* exercise that appeals to you.

- Exercise safely to help prevent injury.
- Consult your physician before starting.
- Wait 2 hours after eating before you exercise.
- Warm-up for about 5 minutes before you exercise - stretch fully, start slowly. Cool down the same way. Regular stretching is the key to maintaining flexibility.
- Don't overdo it - increase amount of exercise gradually.

Eat the Right Foods in the Right Amounts.

Choose daily from these 4 basic food groups

- **Milk Group** - includes milk, cheese, yogurt. Especially good are low- or non-fat products such as skim milk, cottage cheese, etc.
 - **Meat Group** - includes eggs, fish, meat. Try other protein sources like peanut butter, dried beans, lentils, tofu (soft curd made from soybeans).
 - **Vegetable/Fruit Group** - includes citrus fruits, fleshy fruits (apples, pears), green, yellow and root vegetables. Every day, choose a citrus fruit/juice, one green or yellow vegetable and some fresh, raw vegetables.
 - **Bread/Cereal Group** - includes breads, cereals, rice, oats, corn meal, pasta. Choose whole grain breads, brown rice, whole wheat or spinach pastas.
- Remember: No one food group supplies all the nutrients you need; eat a VARIETY of foods.
- Follow these tips for healthy eating -

CUT DOWN ON -

- **Sugar**, honey, sucrose, corn syrup, etc. - often hidden in baked goods, canned fruit, etc.
- **Fatty foods** - especially fatty red meats, fried foods, butter, margarine, etc., that increase the liver's cholesterol production or are high in cholesterol
- **Salt (sodium)** - often added to canned, frozen, processed foods. Read the labels.

EAT MORE -

- **Fiber** - in fruits, vegetables, bran, wheat germ, whole grains, etc.
- **Fish, poultry** - lower in cholesterol and fats than red meat. (Avoid skin on poultry.)
- **Fresh fruits/vegetables** - for essential vitamins and minerals.
- **Shop carefully** - read labels to determine contents and nutritional values of the products you buy.
- **Eat Right for Your Age** - As you get older, you don't need as much food. Cut back, especially on fats and sweets.

Manage Stress

Pressures, demands and worries that make you feel tense are facts of life. The key is to keep them within manageable limits.

Some stress can be good, but too much can interfere with your normal activities and contribute to many medical problems - some serious. For example, fatigue, headaches, cramps, prolonged depression, heart disease, ulcers and colitis can result from stress.

Steps you can take to protect yourself against stress -

- **Plan your work** - Organize your workload to use time and energy efficiently. Ask for help if workload seems overwhelming.
- **Be realistic** - Set practical goals - don't expect the impossible. Try not to tackle too much at one time.
- **Learn to Relax** - Taking short breaks, weekend getaways, vacations, can help. Take a class in yoga or meditation. Doing something to relax every day is highly recommended. Regular exercise helps, too.
- **Limit Changes** - Avoid making too many major changes in your life at one time. Allow an adjustment period for each change.
- **Improve your Environment** - Rearrange your office, redecorate your apartment, etc. - little changes can help you feel in control and give you a lift.
- **Talk it Over** - Discuss problems with the people involved, or with a close friend, before tensions build up.
- **Seek Professional Help** - Don't ignore physical symptoms of stress. Consult your physician for treatment, advice or referral or contact the Rhode Island Employee Assistance Program (RIEAP).

IF you start building your personal wellness program today!
NOTHING IS MORE IMPORTANT THAN YOUR WELLNESS!



FROM THE OFFICE OF THE GOVERNOR

Executive Orders

No.	Date	Subject
87-2	3-16-87	Establishes Governor's Inter-Agency Task Force on Drugs to coordinate and oversee all substance abuse programs undertaken by the state.
87-3	3-18-87	Makes \$20,000 available to the Rhode Island Historical Society to write a history of the life and times of John O. Pastore.
87-4	3-16-87	Appoints certain officers as Aides-de-Camp on the staff of the Commander-in-Chief, to serve until January 4, 1988.
87-5	4-6-87	Orders the Director of the Department of Transportation to develop a plan and procedures for the timely inspection of all state highway bridges and overpasses.
87-6	4-16-87	Creates a Rhode Island Emergency Response Commission to administer the provisions of Title III of the federal "Super Fund Amendments and Reauthorization Act of 1986."
87-6.1	4-22-87	Amends EO No. 87-6 by adding the Office of Statewide Planning to the list of agencies appointed to the Rhode Island Emergency Response Commission.
87-7	6-5-87	Establishes the Rhode Island State Inter-Agency Coordinating Council for Handicapped Infants, Toddlers and Their Families.
87-8	6-5-87	Establishes a toll free WATS line telephone service from all communities and areas of the state to all state and public departments and agencies of state government.
87-9	7-10-87	Orders state agencies to preclude the uneconomic, hazardous, or unnecessary uses and development of the state's flood plains, to lessen the risk of flood losses in connection with state lands and installations and state financed or supported improvements. This is in furtherance of the criteria set forth by National Flood Insurance Regulations.
87-10	7-14-87	Outlines certain provisions affecting the operations of the newly established state Commission on Ethics to be followed by the Commission during its transition period.

For more information or copies of Executive Orders, contact the Office of the Governor's Legal Counsel, Room 320, State House - 277-2080.

pRIde

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LEGISLATIVE ROUND UP

A selected list of legislation of interest to state employees passed by the 1987 Session of the General Assembly. Note that the number cited opposite the description is not a bill number, but a chapter number in the *R.I. Public Laws of 1987*.

Chapter

Description

- 11 Changes the beginning date of daylight saving time from the last Sunday in April to the first Sunday in April to conform the R.I. law with federal law which was amended on July 8, 1986.
- 129 Includes chiropractic services in the definition of "Medical Services" of non-profit medical service corporations. State employees are now entitled to chiropractic services under the Classic Blue Cross & Blue Shield program and the HealthMate program.
- 197 Waives the residency requirement for employment in state service for positions which the Director of Administration deems a critical shortage exists in recruiting qualified candidates for specific classifications.
- 212 Reduces the duration of the Promotional List from 8 years to 4 years and amends the appeal procedure for aggrieved state employees.
- 218 Makes certain changes in the Merit System Law regarding eligibility for overtime work for state employees.
- 229 Requires all R.I. health insurers to establish a toll free telephone number for the use of the general public when calling from any location within the state.
- 242 Requires employers to maintain health care coverage for two years for the benefit of injured employees while they are entitled to receive workers' compensation.
- 302 Requires employers to permit their employees to examine their personnel files, including medical records, a maximum of 3 times per year.
- 316 Requires that rules and regulations of the State Retirement Board be compiled, codified and published, and made available to members of the retirement system.
- 329 Allows retired state employees to serve as members of any state board or commission while remaining eligible to receive their service retirement allowance.
- 354 State employees with 38 years or more of service prior to 12-31-85, need no longer contribute to their retirement allowance. Contributions made between 12-31-85 and passage of the act (7-1-87) will be refunded.
- 442 Gives state employees on accidental disability retirement, a cost of living increase similar to other retirees.
- 465 Gives disabled veterans tenure in a position after completion of ten years or more of state service exclusively as an employee of the state.
- 466 Authorizes the Director of Health to require by regulation that certain classes of individuals be tested for AIDS. It also makes reports of such testing absolutely confidential.
- 494 Allows employers to maintain certain employment records previously prohibited by law in order to allow employers to comply with federal affirmative action programs.
- 520 Removes from law references to mandatory retirement at age 70 for teachers and public employees.

- 540 Prohibits employers from requiring urine or blood tests of employees as a condition of continued employment, except as stipulated under law.
- 545 Deletes from the section of the law on tenure of incumbents in state service, references to mandatory retirement at age 70.
- 551 Requires Department of Administration to set-up guidelines providing for various alternative work schedule plans for state employees on a voluntary basis. Requires all state departments to prepare plans for alternative work schedules for their agencies and to submit plans to Division of Human Resources for review by 1-1-88. The program will take effect by June 1, 1989.
- 556 Allows the removal of names of candidates from the civil service lists who have either terminated or retired. Employees who terminate with civil service status can have their names placed on the reemployment list for up to 3 years from date of termination.
- 587 Increases amount of service retirement allowance for correctional officers from 2% of average compensation times first 20 years of total service to 2% of first 30 years of total service not to exceed 80%.
- 609 Allows former elected or appointed municipal officials now employed by the state to use prior municipal service time as a credit towards computing their state vacation time.
- 613 Allows employees of organizations representing employees of state and/or any political subdivision thereof to become members in the state retirement system and to purchase credits.

For additional information on the above legislation, contact your Employee Relations Officer.

WALKING FOR WELLNESS

Not interested in the more vigorous, strenuous forms of exercise? Then walking, America's favorite exercise, is just the thing for you. It's healthy, fun, inexpensive, easy to do, and most anyone at any age, can do it most anytime! anywhere!

All of which adds up to a form of exercise you can live with. Exercise that is no more stressful or bothersome than your daily bath. Exercise that is part of your daily routine.

Research has shown that regular exercise, such as daily walks, can help lower blood pressure, produce a more favorable balance of blood fats and stabilize blood sugar at lower levels. And the effects are multiplied when exercise is combined with weight loss.

Walking for wellness means moving steadily at a pace that is both brisk and comfortable. But remember. Walking is *not* racing!

A brisk pace will benefit your heart and lungs most by making your heart beat faster and causing you to breathe more deeply. You increase the flow of oxygen-filled blood throughout your body. With a daily walking routine, your heart and lungs will grow stronger, and that makes any physical activity much easier.

Regular walking *increases* muscle mass as it *reduces* flab. It changes blood fats in a way that clears your *circulation*. It helps control blood pressure. Walking protects against osteoporosis and bone fractures by encouraging the calcium you're so careful to eat to build stronger bones.

Walking can help you control weight and keep you in top physical shape. You can build muscle and improve your stamina.

For weight-loss, walking as little as 2½ miles a day (about an hour), in conjunction with a diet that provides 500 calories per day below your maintenance level can result in a weight-loss of 1½ pounds per week or 36 pounds in 6 months.

AT WORK PROGRAM WORKS WONDERS

For many participants in a wellness program, losing weight is the first step toward regaining vigor and buoyant health. For some however, taking part in a formally structured weight reduction program after working hours is impractical or impossible because of family obligations or other commitments. If you have been unable to take part in a weight loss program because of limitations on your time, there is good news!

Now, state employees may enroll in an AT WORK Program and lose weight conveniently — right on the job! The new Weight Watchers weight loss program is designed to be held at *your* place of employment during *your* work day. Here is how the program works.

- You need the approval of your agency head to hold the weekly meetings at your location. This should be easy. Several state agencies already have programs in place. These include the Office of Personnel Administration (OPA), the Division of Taxation, the Department of Employment Security (DES), RI College, the University of RI, the Department of Children and Their Families, and the RI National Guard. In addition, the program is highly recommended by the RI Department of Health as a qualifying Employee Wellness Program.
- You need a minimum of 20 members. Adjoining agencies can pool employees to meet the required minimum.
- You meet once a week for one hour during lunch time, on a day of your choice that is convenient for the majority of the participants. In addition to their lunch period, members may give up two 15-minute break periods on the day of the meeting to make up the remaining 30 minutes of the one hour meeting, if normal work schedules call for half hour lunch periods.
- The program lasts for 8 weeks, and pre-registration and payment of the 8-week fee is required prior to the beginning of the AT WORK Series. There is a "roll over" provision whereby members may continue beyond the 8-week program by enrolling again in subsequent programs.

If you would like an AT WORK Program for your agency, call Marilyn Woloochian, the Weight Watchers AT WORK Program



Staff members of the Office of Personnel Administration and Division of Taxation at the opening meeting of the AT WORK Weight Loss Program.

Coordinator at 942-6900, or write to her at 95 Sockanosset Crossroads, Cranston, RI 02920. Marilyn will assist you in surveying employee interest for a weight loss program "On Site," and make flyers available to promote the AT WORK Program in your agency.

Does the program work? According to Debra Jodoin, Program Coordinator of the Office of Personnel Administration/Division of Taxation Group, members lost a total of 264 lbs. The single biggest individual loss was 19 lbs, while the average weight loss was 17.6 lbs.

AT WORK is unique and exclusive, proven effective, gives measurable results, is low cost with effortless administration, and offers a convenient alternative to achieving weight loss results.

If you have any questions, call Debra Jodoin in OPA at 277-2160. She'll be glad to share with you her experience with the program.

So come on! Join this convenient, fun, Wellness Program. You have nothing to lose but weight!

INTRODUCING . . .



Mendoza

VICTOR M. MENDOZA, Recruitment Specialist, Recruitment Office, OPA.

Mr. Mendoza is a graduate of the Henry George School of Political and Economic Sciences in the Dominican Republic. He attended New York University's American Language Institute; received a Bachelor of Science degree in Human Services from New Hampshire College; and holds an Associate Degree in Business Management from Rhode Island College.

Victor brings to state service an extensive background and experience in human relations, particularly with the Hispanic community. He has served as both Equal Employment Opportunity Officer and Director of Hispanic Affairs for the City of Providence's Community Action Program for the past seven years. Prior to this he was employed by the Opportunities Industrialization Center of Rhode Island (OIC) and served in a variety of positions including Recruiter/Outreach Specialist; Educational and Social Counselor; Job Developer; Counselor for Refugees; and Hispanic Resources Coordinator.

He is founder and former Chairman of the Board of the Coalition of Hispanic Organizations (COH), an umbrella organization of Hispanic agencies in the state.

His memberships and affiliations include: Chairperson, Hispanic Cultural Arts Committee of RI; State Minority Business Enterprise Commission; State Minority Advisory Committee; State Minority Advisory Committee on State Police; RI School Staff Institute — Dept. of Education; Providence Center of Counseling & Psychiatric Services; O.I.C. of RI; John Hope Settlement House; Hispanic Association of Social Workers of RI; Vocational Resources, Inc.; Leadership of R.I./Alumni Organization.

His awards include "Who is Who" in the Hispanic Community of RI, Progreso Latino Congress 1980; Recognition from the Coalition of Hispanic Organizations (COH) for Outstanding Contribution, 1978; 350 Award from the City of Providence as Outstanding Citizen of Rhode Island, 1986.

In his new position of Recruitment Specialist, Victor's work is directed toward assisting in the planning of recruitment programs; recruiting job applicants from the underrepresented targeted areas; and focusing his efforts on recruiting candidates for selected job examinations by establishing contacts with community groups.

ALBIN N. WAGNER, CRM, R.I. State Public Records Administrator.

Albin Wagner was the successful candidate of a nationwide search to fill the position of State Public Records Administrator, and was selected from among 58 applicants. Before returning to Rhode Island to accept this position (he was City Archivist for Providence from 1978 to 1980), Mr. Wagner was a records manager for the City of Fort Collins, Colorado. Fort Collins has won several awards for its "paperless" records system, which includes an automated records management system (ARMS), electronic mail, a computer-assisted retrieval (CAR) micrographics system, computer-output microfilm (COM), a computer-aided dispatch system, an automated report dictation and transcription system, and other applications of high tech.

Previously, Wagner was State Records Analyst for the Wyoming State Archives, Records Management and Centralized Microfilm Division in Cheyenne, Wyoming. As State Records Analyst, Wagner inventoried and evaluated records and information systems of state agencies, institutions and political subdivisions to determine and designate records retention and disposition schedules. As City Archivist and Records Manager for the City of Providence, he established the first archives and records management program for the over three hundred years' accumulation of city records.

Other positions have included: Senior Assistant Archivist at Cornell University, Assistant Archivist for the Western Historical Collections at the University of Colorado, Archival Assistant with the business history collection at Harvard Business School.

Wagner holds a BA and MA in Liberal Arts from the University of Colorado and a second graduate degree from Harvard University. He received additional training in records management and archival administration from the University of Denver.

He is chairman of the Association of Records Managers and Administrators' Microcomputer/Personal Computer Industry Action Committee and was founding president of the Northern Colorado chapter of ARMA.

Mr. Wagner is listed in *Who's Who in the West*, *Who's Who in Library and Information Services*, and other similar directories. He has lectured at ARMA conferences, seminars and local chapter meetings. Wagner has authored several books and numerous articles. His work has been included in anthologies published by Viking Press, William Morrow, and others.

Mr. Wagner is a recognized national expert in the field of records management, who will provide the State of Rhode Island with the capability to improve its records management functions.

In his new position, Wagner is charged with planning, establishing a public records management program for Rhode Island State Government. In addition, he is responsible for the operation of the records center, and for the establishment of efficient and economical management methods relating to the creation, utilization, maintenance, retention, preservation and disposal of records.



Wagner

ANGELO PEZZULLO, Chief, Employee Benefits, OPA.

Angelo Pezzullo is the new Chief of Employee Benefits, replacing long time Chief Charles Marwell, recently retired.

Angelo is a graduate of Providence College with a degree of Bachelor of Science in Business Administration and a major in accounting. He is currently pursuing a Master of Business Administration/Health Care Management at Bryant College, and anticipates completion in December, 1987.

Angelo brings to the state office of Employee Benefits extensive experience with health and dental benefit programs gained as Special Account Executive and Cost Accountant with Blue Cross & Blue Shield of Rhode Island.

His experience included the analyzation of health and dental benefit programs for over 300 current and prospective accounts to determine type, amount, and financing options available to suit client needs. His responsibilities included rating analyses and presentation, accounts receivable activities and rider rate calculations.

In his new position of Chief, Employee Benefits, Angelo is responsible for the planning, organizing, and directing of the work of a staff engaged in the administration and maintenance of employee financial and insurance programs that include deferred compensation, group life, accidental death and dismemberment, hospital care, surgical-medical services, and other programs.



Pezzullo

and dismemberment, hospital care, surgical-medical services, and other programs.

STATE PASSES PARENTAL LEAVE LAW

Rhode Island recently became the fifth state this year to pass a law mandating a minimum parental or maternity leave.

The Rhode Island law is a parental leave statute that applies to all employers that employ fifty or more people. It states that every employee who has worked for his or her employer for at least twelve months must be given up to thirteen consecutive weeks of parental leave in any two calendar years. The statute requires employees to give advance notice of up to thirty days of the intended starting and ending dates, unless prevented from doing so by a medical emergency.

Under this new law, an employee may take parental leave for one of three reasons — the birth of the employee's child, the adoption of a child by the employee or the care of the employee's seriously ill child. Upon expiration of the leave the employee must either be restored to the position he or she previously held when the leave commenced, or to a position with like seniority, status, benefits, pay and other terms and conditions of employment. Additionally, the statute requires the employer to maintain all of the employee's health benefits during the leave. The health insurance provisions in the new law provide that an employer is obligated to continue the employee's health insurance benefits, but that the employee can be required to pay the premiums prior to his or her departure. If the employee returns, the employer is obligated to return the amounts paid within ten days after the employee's return to employment.

THIS SPECIAL ISSUE OF PERSONNEL pRIde
NEWSLETTER IS SPONSORED BY RIGHA

BITS 'N' PIECES

State Personnel Administrator Bradford E. Southworth is President-elect of the National Association of Personnel Executives for the 1988-89 term. The nomination took place at the association's recent annual meeting.

The National Association of State Personnel Executives (NASPE), based in Lexington, KY, is a private non-profit organization of chief personnel officers dedicated to greater efficiency and economy in state administration. Members served in each of the United States, Guam and American Samoa, and the Commonwealth of Puerto Rico. NASPE offers to the men and women responsible for operating the states' central personnel agencies, the opportunity to grow professionally through information exchange and through cooperative action to improve personnel management around the country.

Herbert Spencer, Assistant Administrator of Rhode Island's Equal Opportunity Program is the recent recipient of the President's Award from the National Institute for Employment Equity for his "outstanding contributions and dedication" to the institute. The Institute is a national organization of equal opportunity program officials. Rhode Island was host state for the organization's annual national conference in 1983 and again in 1986.

Mary M. Lisi, director of the office of the Court Appointed Special Advocate (CASA) at Rhode Island Family Court, was recognized at the National Council of Juvenile and Family Court Judges' convention held recently in Cincinnati, Ohio.

Lisi was presented the award of Meritorious Service to the Children of America, one of the awards presented by the council annually to people, organizations and programs in 10 categories related to child advocacy.

Founded in 1978, the CASA program recruits and trains volunteers to serve as advocates for abused and neglected children whose cases are heard by Rhode Island Family Court.

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